

**Governing Body Member Change Notification Form**

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Aldo Leopold Chart School, hereafter "the school," effective on 6/12/2020.**

**Current Governing Body Members and Positions:** Harry Browne GC Chair; Alex Mac Kenzie GC Vice Chair; Jim McIntosh Secretary, Sebastiano Marino, Alexandra Tager

**Governing Body Member(s) Resigning or Removed:** Aimee Parra

**New Governing Body Member(s) and Position:** n/a

**Contact information for New Governing Body Member(s) (phone, email):** n/a

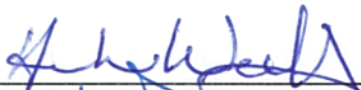
**Is the school requesting an extension to fill a vacancy:**  yes  no

**If so, provide date of vacancy:** Click or tap here to enter text.

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 3 Click or tap here to enter text.

**Effective Date:** 8/8/2024

**The school's notification is hereby submitted by:**

**Signature of School Representative:**  **Date:** 8/30/24

**Signature of Governing Board Chair:**  **Date:** 8/27/24

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:**  Consent (typical)  Regular (unusual circumstance)

**The school's notification was:**  Accepted  Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

August 5, 2024

Dear Members of the Governing Board,

It is with mixed emotions that I submit my resignation from the Aldo Leopold Charter School Governing Board, effective immediately. Due to being stretched beyond capacity at this time, I find that I am unable to dedicate the time and energy this role requires and deserves.

Serving on this board has been an incredibly rewarding experience. I have learned so much and thoroughly enjoyed engaging with such an innovative school community dedicated to our students. The dedication and passion of the staff, fellow board members, and the broader school community have been truly inspiring.

I am grateful for the opportunity to have contributed to the school's mission and vision, and I will continue to support Aldo Leopold Charter School in any way I can.

Thank you for the understanding and support. I wish the board and the school continued success in all future endeavors.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Aimee L. Parra'.

Aimee L. Parra

**Regular Governing Council Meeting MINUTES**  
**Aldo Leopold Charter School**  
**August 8, 2024**  
**5:30 PM**  
**Ritch Hall 410 West 10<sup>th</sup> Street/In Person or Via Zoom teleconference**

- I. GC Members Present: Harry Browne, Alex Mac Kenzie, Sebastiano Marino, Jim McIntosh  
Others Present: Hannah Wecks, Alli Heneghan, Justine Vigil (remote)
- II. Review of June Meeting Minutes – Sebastiano moved approval, Alex M seconded. Approved unanimously as submitted.
- III. Agenda Review – Harry moved approval with the deletion of Action Items B and C. Jim seconded. Unanimously approved.
- IV. Public Comment – There was none.
- V. Business Manager Report – Ms. Vigil introduced herself and her firm, the Vigil Group, which provides business management services to many charter schools statewide. She then went over the annual financial reports for FY24, which ended June 30, and the monthly reports for July. The annual expenditures report showed that expenditures exceeded budget authority in two functions under the Operational Fund, which should never happen. Since we had adequate budget authority overall, a BAR transferring budget authority from Function 1000 to Functions 2100 and 3100 would have taken care of this problem, but there was no time for the Vigil Group to do this, since BARs were due right after they took over from Melissa. This will result in a repeat finding in our FY24 audit. During her review of our Fund Balance Report for FY24, it was noted that we failed to expend all of our ESSER II funding, leaving around \$14,000 on the table. Justine clarified that it is too late to do anything about that, but we do have a few months to make sure the same thing doesn't happen with the nearly \$59,000 we have available in ESSER III funding. She also clarified that Library funds cannot be used to purchase classroom books.

There was only one question during Justine's presentation of the Bank Register report: Harry asked if she usually provides a separate report on Procurement Card expenditures. She said most of her schools do not have P-Cards, and those that do do not ask for separate reports, but she thinks it would be a good idea and will provide them in the future for us.

There were no questions about the Bank Reconciliation or Balance Sheet reports.

Justine presented the same reports for the month of July, FY25. There hasn't been much activity, she noted, since the year has just begun. There were no questions.
- VI. Staff Report – Alli Heneghan delivered the report. She described beginning-of-year activities, including Backpack Basecamp in High School. We have incorporated suggestions from Will Tracy into this curriculum. Tomorrow is "Forest Day," which is essentially community-building. First YCC Friday is August 23. Middle school has spent time getting to know the town, each other, school norms, etc. They are sticking to last year's decision not to start with mini-villages due to the large number of students (90!) and the need to establish culture and norms before launching into chaos.

- VII. Committee reports:
- Policy – Harry reported on the committee’s process as it makes its way through the many policy updates, modifications, and new additions that Kelly Callahan has sent us based on her review. The Committee is presenting nine policies for the Council’s consideration at this meeting, to be voted on at the September meeting.
- Risk Management – Alex M reports that he is not getting notices about Risk Management meetings. Pete Rankin is the chair. We had a fire drill on Monday that went okay; there will be three more emergency drills in the next three weeks. Pete and Hannah will be attending a series of four webinars in preparation for updating our school safety plan, which is due this year.
- Hannah also reported that the elevator is fixed now!
- VIII. Strategic Plan
- a) Goal Manager Reports
- Only Hannah gave a report. She began with 4/C/1, which is to complete a written job description for a fleet manager. The good news is that she may have found a fleet manager, which is more important than having a job description. Pat Abalos is our third SpEd teacher, and he is willing to take on the fleet management. He had a CDL until recently and will renew that. He ran the transportation department for Cobre Schools for a long time. He also has a Level III-B license, so he can be administrator at the school when Hannah is gone.
- 1/B/1 is to implement new math curriculum at the high school. This is being done. Math teachers have attended an Illustrative Math training.
- 1/C/1 is to write the staff mentoring plan. Alli Heneghan has completed this.
- 1/D/3 is to share the list of written intervention strategies with teachers. The list has been completed and shared with teachers. Follow-up needs to happen so the teachers become familiar with it.
- 3/A/1 is to ensure each staff member completed the end-of-year check-out form. Hannah reported that teachers were unfamiliar with the form and some were unaware of it, so we’re chalking it up to a learning year.
- IX. Director’s Report
- a) Hannah met with Dr. Shepard to discuss our lease. Shepard will sign our lease. The only issue in contention is the use of three rooms on the top floor; he thought we wanted them as classrooms, but we only want to use them for storage to open up more space on the bottom floor.
- b) Will Hawkins is publicly telling folks that we will be moving into Jose Barrios, so we can tell people also. Will said Sixth Street needs much more work than JB in terms of deferred maintenance. Alex M expressed concern about the timing of our move, especially if there is significant work required to use JB. Hannah went through Mr. Hawkins’s list of top priority maintenance needs there, and it doesn’t seem anything is so serious that we couldn’t move in as soon as Silver is done with it. We don’t know the student capacity at JB; Hannah believes it may be around 600 and will try to find out. Alex M asked if a larger facility would allow us to enroll more students; Jim pointed out that this raises questions of educational philosophy, and Harry pointed out this would require PEC approval.
- c) Hannah went over the new staff at the school; in addition to Mr. Abalos, Joshua Rex (Level I) has been hired to teach sixth grade, and Julia Stevenson (Level I) has been hired from Deming to teach seventh grade. There’s a new business manager, the Vigil Group. We also have a new SpEd director, Michelle, who is also remote, which brings its own problems. Hannah intends to start advertising for an in-house Business Manager and SpEd Director in December. Because Antoinette Castañón has entered the Ed Fellows program, which pays her to study to become a teacher. This means we need a new EA, but Hannah isn’t sure there’s money for that in the budget. Harry expressed confidence that there is.
- d) Grading: Hannah polled the staff as to their preferences for adding a “D” to Aldo’s grading scale. 14 out of 20 staff members who responded favored doing so. 6 out of 20 opposed it. Comments

submitted by staff were evenly split, with six on each side. There was significant discussion about this proposal among Council members, with both support and opposition to a change being expressed.

- e) Hannah and Alli will be attending a training on how to use yet another PED portal, this one to upload Aldo's charter renewal documents.
- f) Will Tracy will be shadowing Hannah as his practicum for his Educational Leadership program. Hannah is very excited about this; he is a great guy and has excellent insights.
- g) Aldo's renewal hearing is set for December 12 in Santa Fe. Hannah and the GC Chair definitely should go. Other GC members, students, and parents would also be great.

#### X. Old Business:

- a) New Business manager - They don't do everything Melissa did, unfortunately; they don't do Human Resources, including staff contracts, and they aren't our Certified Procurement Officer (the CPO must be an employee; both Andrea and Kathy Madrid have said they are willing to get certified).
- b) Director's Evaluation – Jim reported that he, Aimee Parra, and Alex T met and finalized an evaluation document. Alex wanted to make some tweaks, but Jim considers the document done. We don't know what changed Alex may have made. Alex M reported that he has completed his evaluation of the director and sent it in to Alex T. Sebastiano and Harry said they didn't think we had gotten to that point yet; we didn't have a final evaluation document to go off of.  
Jim requested a staff meeting be scheduled to collect staff responses to the evaluation; Hannah noted that there won't be any staff meeting time available for several months. Jim offered to contact Alex T to inquire about the document's status. Hannah says because she signed a two-year contract, she doesn't think it's a very bad thing that no evaluation has yet been done. Jim is also willing to send the evaluation to staff as a SurveyMonkey-style or GoogleDocs-style document, and then to chase down the slackers.
- c) Reorganization of GC officer roles – Harry expressed his willingness to be Chair, since Alex T has said she no longer wishes to serve in that capacity. Jim is willing to replace Harry as Secretary. Alex M is willing to be Vice-Chair.

#### XI. New business

- a) GC Bylaw Revisions – Harry will send out the marked-up version so members can see what changes he and Hannah are proposing be made to the Bylaws.
- b) Policy Revisions-Per policy Committee:
  - 1. Anti-discrimination policy
  - 2. Enrollment Policy
  - 3. IPRA Policy
  - 4. Whistleblower policy
  - 5. English language learners program policy
  - 6. Emergency drills policy
  - 7. Homeless youth policy
  - 8. Racialized aggressions policy
  - 9. Policy on restraint and seclusionAlmost of the changes to these policies are small. Harry will send these policies to GC Members to review for approval at the next meeting. He will note which policies are new to us and which are updated versions of existing policies.
- c) Moving monthly meetings to 3<sup>rd</sup> Thursday of each month per new Business Manager schedule. Jim McIntosh has a standing commitment on the 3<sup>rd</sup> Thursday of each month, so this won't work. Hannah will let Justine know that we are unable to accommodate her request.

- d) New rules for meetings – livestreaming, link needed on ALCS website – Hannah has established a YouTube account so we can livestream our meetings that way, starting in September.

XII. Governing Council Input – Harry asked who would be notifying the PED that Aimee has resigned. Hannah said she would. Harry also asked about the Sunshine Portal link that is supposed to be on our website – the PED said it wasn't there. Hannah showed us all that in fact it *\*is\** there, so it's a matter of correcting that error on our PED Part A report. Hannah also said she would forward the Part A report from PED to all the GC members.

Jim reported that he will not be able to attend the September meeting, so he won't be able to prepare the minutes of that meeting. Hannah said she could send him a transcript so he could prepare them even if he's gone. The discussion was inconclusive as to who would be responsible.

XIII. Action Items:

a) New Business manager hire – Harry moved approval of hiring the Vigil Group as our new business manager. Jim seconded. Approved unanimously.

~~b) GC Bylaw Revisions~~

~~e) Policy Revisions~~

- ~~1. Anti-discrimination policy~~
- ~~2. Enrollment Policy~~
- ~~3. IPRA Policy~~
- ~~4. Whistleblower policy~~
- ~~5. English language learners program policy~~
- ~~6. Emergency drills policy~~
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- ~~8. Racialized aggressions policy~~
- ~~9. Policy on restraint and seclusion~~

d) New officers – Alex M made a motion to elect Harry as Chair, Jim as Secretary, and himself as Vice-Chair. Sebastiano seconded the motion. Approved unanimously. Jim agreed to ask Missy Brown whether there is a specific form we need to use to report these Officer changes.

XIV. **Adjourn**

**\*Next Regularly Scheduled GC Meeting Date: September 12 at 5:30pm.**